

Tips for Travel

Due to the budget cuts, and the overall economic state of our country, the travel office offers the following tips to help reduce travel costs. We ask that you consider the following when making your travel arrangements.

1. Airfare:

- 14 day advance purchase saves a considerable amount.
- Southwest Airlines offers no baggage fees, unless your bag is overweight.
- If you have a credit for airfare from a previous trip, use it towards the purchase of your next business trip. The travel office does not keep track of credits for airfare that was cancelled, so if you think you have a credit, check with the travel agent that booked the original flight.

2. Hotel:

- If you are traveling with colleagues, consider sharing a room.
- If more than one type of room is offered for the conference, you should select the least costly if available, instead of the ocean view or balcony. (Catch up on your reading instead of gazing out the window!), just a suggestion😊

3. Local Transportation:

- When booking your lodging, ask if the hotel has a free shuttle, or pickup service instead of incurring taxi costs.
- Share a ride with others.
- Use a public transportation service if available, such as buses, trolley, etc.

4. Rental Vehicle vs Personal Vehicle:

- Take advantage of the Trip Calculator on our website to assure we are spending our travel dollars wisely. The state requires we offer guidelines for choosing the most cost effective travel options. Our agency number is 120.

For questions please contact the travel office at travel@uco.edu , 974-2493/974-2397